

Wake County Transit Planning Advisory Committee (TPAC)

FY 2024 Community Funding Area Program (CFAP) Project Submittal and Selection Process and FY 2023 and Prior Years Progress Reporting Calendars

KEY	FY 25 CFAP Project Submittal and Selection Process	FY24 and Prior Years CFAP Progress & Reporting	FY25 Work Plan Development
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DATE	PROCESS	PARTIES/COMMITTEES RESPONSIBLE	TASK	SPECIAL NOTES
No later than July 30 th	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	Annual Review Meetings for FY 23 and Prior-Year CFAP Funding Allocations/Projects	Towns of Apex (TC002-BE, TO005-BF), Morrisville (TC002-BF, TO005-BG), Wake Forest (TO005-AA), & Fuquay-Varina (TC003-S)
August 10 th	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY23 and Prior Years 4th Quarter Reporting Deliverables Due to CAMPO/GoTriangle	Towns of Apex (TC002-BE, TO005-BF), Morrisville (TC002-BF, TO005-BG), Wake Forest (TO005-AA), & Fuquay-Varina (TC003-S)
No later than August 16 th	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	GoTriangle legal staff will send out all FY 2024 CFAP Project Agreements for signature	Town of Apex (TC003-V; TC002-BJ; TC002-BK); & Town of Knightdale (TC002-BL)
No later than September 2 nd	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	FY 24 Project Kickoff Meetings	Town of Apex (TC003-V; TC002-BJ; TC002-BK); & Town of Knightdale (TC002-BL)
September 4 th	<i>Government Offices Closed for Labor Day Holiday</i>			
September 18 th – 29 th	FY 25 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	Project Incubation Meetings (By Request)	Invitation reminder one (1) month in advance
Week of October 23 rd	FY 25 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	CFAP Applicant Training (Combined Session - In Person)	Applicant Training is required for all municipalities/agencies that plan to apply for Community Funding Area Program funding for FY 24; Schedule it by Aug 4, 2023
October 30 th	FY 25 CFAP Project Submittal and Selection Process	CAMPO	Call for CFAP Projects Opens	CFP opens at 12:00AM 10/30 closes at 11:59PM on 1/5/24
By October 31 st	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 24 and Prior Years 1 st Quarter Reporting Deliverables Due to CAMPO/GoTriangle	Towns of Apex (TC003-V, TC002-BJ, TC002-BK, TO005-BF), Morrisville (TC002-BF, TO005-BG), Wake Forest (TO005-AA), & Knightdale (TC002-BL)

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November 10th	<i>Government Offices Closed for Veterans Day Holiday</i>			
November 13 th – November 17 th	FY 25 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	CFAP Pre-Submittal Review Meetings (Round 1)	A Pre-Submittal Meeting is required for all FY 25 Community Funding Area Program applicants
November 23 rd -24 th	<i>Government Offices Closed for Thanksgiving Holiday</i>			
December 4 th – December 8 th	FY 25 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	CFAP Pre-Submittal Review Meetings (Round 2)	A Pre-Submittal Meeting is required for all FY 25 Community Funding Area Program applicants
December 25 th – 27 th	<i>Government Offices Closed for Christmas Holiday</i>			
January 1 st	<i>Government Offices Closed for New Year's Holiday</i>			
January 2 nd – January 26 th	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	FY 24 CFAP Project Mid-Year Review Meetings	Towns of Apex (TC003-V; TC002-BJ; TC002-BK); & Knightdale (TC002-BL)
January 5 th	FY 25 CFAP Project Submittal and Selection Process	Project Sponsors and CAMPO	Call for CFAP Projects Closes (Applications Due)	Closes at 11:59PM on 1/5/24
January 8 th – January 26 th	FY 25 CFAP Project Submittal and Selection Process	CAMPO	CAMPO Staff Scores CFAP Project Funding Applications	
January 15 th	<i>Government Offices Closed for Martin Luther King, Jr. Holiday</i>			
January 26 th	FY 25 Work Plan Development	CAMPO	Distribute complete Draft FY25 Work Plan to TPAC membership and GoTriangle Engagement team	
By January 31 st	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 24 and Prior Years 2 nd Quarter Reporting Deliverables Due to CAMPO/GoTriangle	Towns of Apex (TC003-V, TC002-BJ, TC002-BK, TO005-BF), Morrisville (TC002-BF, TO005-BG), Wake Forest (TO005-AA), & Knightdale (TC002-BL)

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February 5 th – February 23 rd	FY 25 CFAP Project Submittal and Selection Process	CFAP Selection Committee and CAMPO	Selection Committee Reviews FY25 applications and gives funding recommendations	
March 13 th	FY 25 CFAP Project Submittal and Selection Process	CAMPO	CFA Program Funding Recommendations from Selection Committee presented to TPAC	Presented at March TPAC Meeting
March 29 th	<i>Government Offices Closed for Good Friday Holiday</i>			
April 5 th	FY 25 Work Plan Development	CAMPO	Distribute draft of FY 2025 Recommended Wake Transit Work Plan to TPAC, Including FY 25 Recommended CFAP Projects	
April 17 th	FY 25 Work Plan Development	TPAC (CAMPO and GoTriangle staff to facilitate)	TPAC Consideration of FY25 Recommended Wake Transit Work Plan, Including FY24 Recommended CFAP Projects	Presented at April TPAC Meeting
By April 30 th	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY24 and Prior Years 3 rd Quarter Reporting Deliverables Due to CAMPO/GoTriangle	Towns of Apex (TC003-V, TC002-BJ, TC002-BK, TO005-BF), Morrisville (TC002-BF, TO005-BG), Wake Forest (TO005-AA), & Knightdale (TC002-BL)
May 27 th	<i>Government Offices Closed for Memorial Day Holiday</i>			
June 19 th	<i>Government Offices Closed for Juneteenth Holiday</i>			
By June 30 th	FY 25 Work Plan Development	GoTriangle and CAMPO	Adoption of FY 2025 Recommended Wake Transit Work Plan and Wake Operating and Capital Budget Ordinances	
Month of July	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors and CAMPO	Annual Review for FY 23 and Prior-Year CFAP Funding Allocations/Projects	RTF and Towns of Knightdale, Morrisville, Apex, Fuquay-Varina and Wake Forest
By August 10 th	FY24 and Prior Years CFAP Progress & Reporting	Project Sponsors	FY 24 and Prior Years 4 th Quarter Reporting Deliverables Due to CAMPO/GoTriangle	Towns of Apex (TC003-V, TC002-BJ, TC002-BK, TO005-BF), Morrisville (TC002-BF, TO005-BG), Wake Forest (TO005-AA), & Knightdale (TC002-BL)